

## **Training and Implementation Work Group, January 31, 2007 Conference Call Notes National Response Plan (NRP) and National Incident Management System (NIMS) Review**

### **January 31, 2007 Conference Call Notes:**

- **Introduction and Review:** The goal today is to get input on the road ahead for this work group and to better frame where we are.
- **Review of the four issues assigned to T&I WG**
  - **Issue 1:** Emphasize the importance of NIMS for all emergency management, response personnel, and disaster workers at all levels of government, the private sector and non governmental agencies.
  - **Issue 2:** How should NIMS be refined to ensure that the document can be easily understood by all stakeholders?
    - The NIMS WG is taking care of this issue
  - **Issue 3:** Consider developing an exercise to validate the concepts of the revised NRP prior to releasing the document.
    - This will be a challenge
    - It may be possible to incorporate into already scheduled exercises
    - Comment: keep in mind that possibilities (other than exercises) may be used to satisfy this issue (a good example is the NFPA manual)
  - **Issue 4:** How can emergency agencies at the Federal, State, Local (to include Tribal) levels of government as well as first responder groups outside of government receive regular training on NRP and NIMS?
    - Consider thinking in terms of “sustainment training”
      - **Issue assigned to NIMS WG:** Ensure that all Federal emergency response personnel from Federal departments and agencies with responsibilities under the NRP have a standard credential that details the emergency management positions the person is qualified for based on measurable criteria, performance objectives and standards so that they may easily integrate into emergency response operations.
      - The credentials have not been developed yet, but the issue is on the table.
- **Discuss Work Group Deliverables and Timeline**
  - **Deliverable 1: Training and Implementation Language for Draft NRP**
    - Revise overall training and implementation guidance language to replace the existing language in the Letter of Instruction from the 2004 NRP. This language should provide for a phased approach to successful implementation of the NRP, applying the principles of NIMS, through training and exercises.
    - **Proposed Due NLT: February 16, 2007**
  - **Deliverable 2: Training and Exercises to Support Initial Rollout of the NRP**

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- Develop a plan that outlines specific training and exercise functions that will support the initial rollout of the revised NRP. The plan will provide detailed recommendations of training to be delivered, exercises to be conducted and identify the target audiences and delivery mechanisms.
- **Proposed Due NLT: March 30, 2007**
- **Deliverable 3: Training and Exercise Implementation of NRP**
  - Develop a plan that outlines specific training and exercise functions needed to support successful implementation of the NRP using the concepts of NIMS. It may include recommendations to develop a task book and include detailed explanations of training and exercise requirements for operational components such as the JFO, NRCC, RRCC, NOC and others.
  - **Proposed Due NLT: June 1, 2007**
- **Review Draft Web Training Needs Assessment Tool**
  - The tool is designed to gauge training needs: who needs what training and how much
  - The assessment is a series of forms that will be released to the T&I WG tomorrow (February 1, 2007)
  - The assessment form will be subject to change based on the WG's feedback
  - WG members are encouraged to follow the links and demo the assessment tool to make suggestions and provide feedback to the developers
  - The assessment tool should capture NRP AND NIMS training needs
- **PREPNet Presentation**
  - Refer to the briefing that was sent out as read-ahead material.
  - T&I WG should consider how to best utilize PREPNet and its capabilities.
- **NRP "Framework" Training Course**
  - The outline for the course was developed by Tom Marlowe
  - It is an overview of emergency response
  - It outlines the roles and responsibilities for various stakeholders: States, Locals, Federals, etc.
- **Open Discussion and Comment from Work Group Members**
  - Response communities need more incentives to change their response behavior
  - One size will not fit all for the new training and implementation strategy
  - Grant program guidance has started stiffening—i.e. by 2008 some grants may not be available without compliance
  - Three important considerations to an effective roll-out
    - Resources: Produce documents to distribute

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- Marketing: All materials/information about roll-out should speak the same language
  - Tools: Training materials must be in the hands of the people that need them
  - Some of the current NRP and NIMS training is a “check the box” activity and does not add value or provide a good return on investment
  - The T&I WG should address EMACs
    - Roles and Responsibilities WG is also addressing some EMAC issues
  - Consider multiple methods of roll-out: CDs, DHS mobile executive training teams, web-based tools and course
  - The NRP contains a lot of vocabulary and acronyms and is not as much a “how things will work” document
    - This makes more frequent updates/training important for local stakeholders
  - The T&I WG should look for opportunities for locals to apply things from NRP/NIMS training to their everyday jobs
- **Questions**
- **Question:** Is the writing team producing a new Notice of Change for the NRP?
  - Answer: No, the writing team will produce a new NRP—ideally, one that is more understandable and readable (and hopefully smaller)
  - **Question:** Will T&I WG be able to see the draft NRP to tailor training and exercises to the new document?
  - Answer: Yes, the writing team will work closely with T&I
  - **Question:** Will there be “equivalencies” for people who have already been trained in the NRP?
  - Answer: If the T&I WG agrees to do competency or performance – based training, then ‘yes’—but it will probably depend on changes to the NRP. Some of this answer will depend on credentialing and competencies established by the NIMS Integration Center.
  - **Question:** During the initial NRP roll out, there were some resources, marketing, and tools—what and how should that change for this release?
  - Answer: The last time it was the initial roll out—and it was a big change. Now stakeholders have been using it for a couple of years, and should be better prepared
  - **Question:** How will the new version of NRP distinguish itself from the old version?
  - Answer: Training courses will be necessary to establish the differences between the versions of the NRP.

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- **Establish Sub-Groups:**

- **Sub-Group 1:** Review “training” References in Existing NRP
  - Jody Horn
  - Patti Kalla
  - John Aucott
- **Sub-Group 2:** Review Web Global Needs Assessment Tool
  - Jody Horn
  - Mark Madden
  - Rick Gividen
- **Sub-Group 3:** Edit and Update Implementation Guidance (Get more information from Al Fluman)
  - Richard Callis
  - Al Conners
  - James Fortner
  - Michael Hunt
  - Ed Dolan

- **Next Meeting:**

- Wednesday, February 7, 2007
  - No in-person meeting place
  - Use same call-in number and PIN as this week
- Tentative Agenda for Meeting on Wednesday, February 6, 2007
  - Review the NIMS Training Matrix
  - Update on the Communications Strategy
  - Feedback from the online assessment tool
  - Another organizational element may give a presentation on its capabilities
- There may be a joint meeting with the NIMS Work Group on March 6 – 7, 2007
- It would be a two-day work session with NIMS group and T&I at HSI facility
  - More details to follow